

**SUBMIT THIS REPORT TO
COUNTY OFFICE OF
EDUCATION ONLY**

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT**

1. PROJECT NUMBER: IDEA- _____ -03 <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CONSORTIUM		1a. PROJECT PERIOD: 9/1/03 to 8/31/04		
2. LEA:				2a. County:
3. PROJECT DIRECTOR:		3a. TEL: ()		3b. FAX: ()
4. ADDRESS:				
5. BUSINESS ADMINISTRATOR:				5a. TEL: ()
6. PROJECT	7. Approved Amount	8. Expended Amount	9. Unexpended Balance	10. Amount to be Refunded to NJDOE
<input type="checkbox"/> Basic Final Report	\$	\$	\$	\$
<input type="checkbox"/> Preschool Final Report	\$	\$	\$	\$
FINAL REPORT				
11. Report of Completed Activities: List Basic and Preschool activities separately. Attach additional pages if necessary.				
12. Reason Funds Were Not Expended During the Project Period: List Basic and Preschool activities separately. Attach additional pages if necessary.				

This form is to be used for FY 2003 awards only!

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT**

INSTRUCTIONS FOR COMPLETING PAGE 1

Refer to your 03 IDEA-B approved carry-over budget or the most recent approved amendment to the 03 carry-over prior to completing this report.

- Items 1-5a. Complete all identifying information.
6. Check the appropriate Project: Basic Final Report and/or Preschool Final Report.
 7. Enter the approved amount(s).
 8. Enter the amount(s) expended during the project period.
 9. Subtract the amount in item 8 from the amount in item 7 and enter the difference.
 10. Enter the unexpended balance amount from item 9 that you are refunding to NJSDOE. **Enclose a check for that amount payable to: Treasurer, State of New Jersey and mail with a copy of page 1 of this report to:**
**Department of Education
Office of Budget and Accounting
Revenue and Grant Accounting
PO Box 500
Trenton NJ 08625-0500.**
 11. Provide a report of the completed activities using the expended funds. List Basic and Preschool activities separately.
 12. If making a refund to NJDOE, provide a brief but specific description why all funds were not expended/obligated within the project period.

**ALL CARRY-OVER FINAL REPORTS MUST BE SUBMITTED TO YOUR COUNTY OFFICE
BY DECEMBER 17, 2004.**

You may also locate forms and guidelines through the New Jersey Department of Education Website at <http://www.state.nj.us/education>. Select *Grants*. Select *Entitlement Grants*.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT *EXPENDED BUDGET***

LEA: _____

PROJECT NUMBER: IDEA-_____ **-03**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC EXPENDED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL EXPENDED BUDGET

LEA Business Administrator's Name

Business Administrator's Signature

Date

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
BUDGET DETAIL
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT EXPENDED BUDGET**

INSTRUCTIONS FOR COMPLETING PAGE 2

- ◆ Enter the LEA name and IDEA Project Number

- ◆ *Expenditure Category and Function & Object Code:* List expenditures separately by category and code. See Appendix J, *The Quick Reference of Commonly Requested Costs*, for assistance.

- ◆ *Description/Itemization:* List/describe each item by category. For salary categories, list each position separately, by title, specifying if a summer employee.

- ◆ *Expended Budget(Basic/Preschool):* Report the amounts expended from this IDEA-B award. All equipment purchases must be reported on the "Federal Equipment Inventory Page".

- ◆ **The LEA Business Administrator's name and dated signature must appear on every Budget Detail page 2.**

- ◆ Use additional sheets as needed.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT *EXPENDED BUDGET*
NONPUBLIC EXPENDITURES**

LEA: _____

PROJECT NUMBER: IDEA-_____ **-03**

EXPENDITURE CATEGORY	FUNCTION & OBJECT CODES	BASIC DESCRIPTION/ITEMIZATION	BASIC EXPENDED BUDGET	PRESCHOOL DESCRIPTION/ITEMIZATION	PRESCHOOL EXPENDED BUDGET

LEA Business Administrator's Name

Business Administrator's Signature

Date

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
BUDGET DETAIL
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT EXPENDED BUDGET
NONPUBLIC EXPENDITURES BUDGET DETAIL**

INSTRUCTIONS FOR COMPLETING PAGE 2 NONPUBLIC EXPENDITURES
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- ◆ Enter the LEA name and IDEA Project Number

- ◆ *Expenditure Category and Function & Object Code:* List expenditures separately by category and code. See Appendix J, *The Quick Reference of Commonly Requested Costs*, for assistance.

- ◆ *Description/Itemization:* List/describe each item by category. For salary categories, list each position separately, by title, specifying if a summer employee.

- ◆ *Expended Budget(Basic/Preschool):* Report the amounts expended from this IDEA-B award. All equipment purchases must be reported on the "Federal Equipment Inventory Page".

- ◆ **The LEA Business Administrator's name and dated signature must appear on every Budget Detail Nonpublic Expenditures page 2.**

- ◆ Use additional sheets as needed.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER FINAL REPORT
Budget Summary**

LEA: _____

PROJECT NUMBER: IDEA- _____ -03

15. EXPENDITURE CATEGORY	15a. FUNCTION & OBJECT CODE	15b. FINAL REPORT/ EXPENDED BUDGET	
INSTRUCTION (100 Series)		Basic	Preschool
Personal Services - Salaries	100-100		
Purchased Prof. & Tech. Services	100-300		
Other Purchased Services	100-500		
General Supplies	100-600		
Other Objects	100-800		
SUBTOTAL INSTRUCTION			
SUPPORT SERVICES (200 Series)			
Personal Services - Salaries	200-100		
Personal Services - Employee Benefits	200-200		
Purchased Prof. & Tech Services	200-300		
<i>Purchased Prof. - Ed. Serv.</i>	200-320		
Purchased Property Services	200-400		
Other Purchased Services	200-500		
<i>Travel</i>	200-580		
Supplies and Materials	200-600		
Other Objects	200-800		
<i>Indirect Costs</i>	200-860		
SUBTOTAL SUPPORT SERVICES			
FAC. ACQ. & CON. SER. (400 Series)			
Buildings Use Charge	400-720		
Instructional Equipment	400-731		
Noninstructional Equipment	400-732		
SUBTOTAL FAC. ACQ. & CON. SER.			
Schoolwide Programs: Abbott	520-930		
Schoolwide Programs: Non-Abbott	520-932		
TOTAL			
<input type="checkbox"/> As the applicant LEA for the consortium, I certify that all participating LEAs are in agreement with this Carryover Application Final Report.			
To the best of my knowledge, I certify that this report is accurate.			
16. LEA Board Secretary Signature:		Date:	
17. LEA Chief School Administrator Signature:		Date:	
NJDOE USE ONLY			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	CSBA Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	CSCS Signature:	Date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	OGM Signature:	Date:

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B
COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) CARRY-OVER APPLICATION
FINAL REPORT
*Budget Summary***

INSTRUCTIONS FOR COMPLETING PAGE 3

- ◆ Enter the LEA and the IDEA Project Number.

15-15a. *Expenditure Category and Function Object Code:* Expenditure categories and function & object codes have been included for Instruction, Support Services and Facilities Acquisition sections.

15b. *Basic and Preschool Final Report/Expended Budget Columns:* By expenditure category, enter the summary amounts expended using IDEA-B funds during this project period. The summary amount is the sum of the individual expenditures per expenditure category shown on the Budget Detail Page. Enter the subtotals and total amounts.

The consortium applicant LEA certifies that all participant LEAs agree with this report and the proposed carry-over application by checking the box.

16. Dated signature of the LEA Board Secretary.

17. Dated signature of the LEA Chief School Administrator approving this report.

NOTE: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

**NEW JERSEY DEPARTMENT OF EDUCATION
INDIVIDUALS WITH DISABILITIES EDUCATION ACT, PART B**
Project Period 9/1/03 to 8/31/04

COMBINED BASIC (AGES 3-21) AND PRESCHOOL (AGES 3, 4 & 5) FINAL REPORT - Federal Equipment Inventory

LEA: _____
_____-03

COUNTY: _____

Project Number: IDEA-

Acquisition Date	Description (Name, Type, Size)	Manufacturer/Model	Serial/Inventory Number	Unit Acquisition Cost	IDEA Cost by Title	% of IDEA Cost by Title	Location in LEA

FINAL REPORT - FEDERAL EQUIPMENT INVENTORY

INSTRUCTIONS FOR COMPLETING
PAGE 4

Equipment: Equipment (Function & Object Codes 400-731 and 400-732) is defined as tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year. The acquisition cost is more than \$2,000 per unit.

- ◆ Complete all identifying information.
- ◆ All columns must be completed for each item of equipment purchased with IDEA-B funds.
- ◆ The total of the IDEA Costs listed must equal the equipment costs listed on the Budget Detail and Budget Summary pages for Function & Object Codes 400-731 and 400-732.
- ◆ If the equipment does not have a serial number, an identification number **must** be assigned.
- ◆ For items partially funded, indicate the total unit acquisition cost, the IDEA cost charged by each Title (Basic or Preschool) and the percentage of IDEA funds utilized by Title.